

**EMPLOYMENT OPPORTUNITY**

<b>Job Title</b>	Part-time SCAT Bus Driver
<b>Department</b>	Public Works, Street Division
<b>Posting Date</b>	April 22, 2013
<b>Closing Date for Resumes/Applications</b>	Open until filled
<b>Starting Pay</b>	\$14.2909 per hour
<b>Exempt/Non-exempt</b>	Non-exempt
<b>Status and Work Schedule</b>	Part-time ( <b>Less than 1500 hours a year</b> )

The Saint Charles Public Works Department has a job opening for a SCAT Bus Driver. This position is part-time and is not scheduled to work more than 1,499 hours per year. Note: no fringe benefits are included with this part-time position.

**Duties and Responsibilities**

- Under limited supervision, performs transportation to local residents on the City's SCAT I-70 shuttle bus.
- May also perform transportation duties and be crossed trained on the City in-town SCAT routes.
- Greets customers in a courteous and helpful manner and assists customers with special needs.
- Picks up and discharges passengers, helps passengers and contributes to a team effort.
- Maintains the safe operation of assigned vehicles by conducting inspections and reporting defects to the Street Maintenance department.
- Participates in safety meetings and in-service training for assisting customers on an as needed basis.
- Perform other related duties as assigned.

**Qualifications and Experience Required:**

Must be 18 years or older with a High School Diploma or G.E.D. equivalency. Must possess a valid Commercial Driver's License (CDL) with passenger endorsement. Must also have a clean driving record. Previous passenger and/or public driving experience is preferred.

**Contact Information**

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

**To assure consideration, applications should be received by 5:00 pm on closing date.**

*The City of Saint Charles is an Equal Opportunity Employer and Participates in E-Verify*